



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	01-22-2007
Subchapter:	1	Forms	
Issuance:	22.22(S)	<b>CP&amp;P Form 22-22(S), Spanish Language Translation – Section 4 of CP&amp;P Form 22-22</b>	

Click here to view or print a blank CP&P Form [22-22\(S\)](#), New Jersey CP&P SDM™ Safety Assessment (In-Home Cases), (translation - Section 4 of CP&P Form [22-22](#)).

### Instructions 1-22-2007

#### PURPOSE AND USE

When the need arises to develop a Safety Protection Plan upon completing an in-home child safety assessment (CP&P Form [22-22](#)) for a family whose primary language is Spanish, bi-lingual staff use CP&P Form [22-22\(S\)](#) to document the plan, and secure the parent's or caregiver's agreement to follow the plan (by signature).

#### INSTRUCTIONS FOR COMPLETING THE FORM

Complete CP&P Form [22-22\(S\)](#) in place of Section 4 of CP&P Form [22-22](#) when completing a child safety assessment (in-home) for a family whose primary language is Spanish.

Complete CP&P Form [22-22\(S\)](#) in accordance with instructions for Section 4 of CP&P Form [22-22](#) (the Safety Protection Plan). Complete all other sections of CP&P Form [22-22](#) in accordance with its form instructions.

CP&P Form [22-22\(S\)](#) -- like its counterpart, CP&P Form [22-22](#), Section 4 -- is a perforated, self-carbonating two-copy paper form, which is completed in the field with the parent/caregiver. Once signed, the original is retained by CP&P. The copy is given to the parent/caregiver.

The assigned Worker is responsible for typing -- or assuring that a Clerk types -- the plan into the on-line SDM-web application, word for word, as agreed to/signed by the parent/caregiver. The Supervisor signs the Safety Protection Plan in the office, after the home visit, at the Worker/Supervisor conference. If the Safety Protection Plan is modified in any way, the parent/caregiver will need to again sign CP&P Form [22-22\(S\)](#).

## DISTRIBUTION

See "distribution" instructions for CP&P Form [22-22](#).

Original	-	Case record
Copy	-	Parent/caregiver
Copy	-	Supervisor (upon request)
Copy	-	Casework Supervisor (upon request) Casework Supervisor (upon request)
Copy	-	Litigation Specialist, Resource Development Specialist, private contract agency staff, etc., upon request/when appropriate for monitoring the Safety Protection Plan, documenting the safety determination, etc.
Copy	-	Continuous Quality Improvement Unit (for quality assurance), upon request